

SUPERVISOR – FLEET OPERATIONS**Opening Date:** November 18, 2016**Salary Range:** \$ 5744-6990/month**Closing Date:** Open until filled.**NATURE OF POSITION**

Plan, organize, coordinate and supervise the activities, programs and staff of the Fleet Services division; assure the maintenance of all inventories, repairs and equipment servicing related to the City's automotive vehicles and construction equipment; provide oversight and supervision for the vehicle replacement schedule with assistance from Support Services. Assure all related activities and customer service needs are met.

SUPERVISION RECEIVED

General direction and oversight is provided by the Deputy City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values: Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity
2. Train, assign, supervise and evaluate the work performance of assigned staff; recommend employees for promotion, reassignment, discipline and termination according to established City personnel policies; Interview and select perspective new employees according to established procedures and policy.
3. Plan, organize, coordinate and supervise the maintenance and repair of the City's fleet and other related fleet maintenance repairs; perform field inspections of the City's fleet to determine equipment condition, prioritize workload for prompt completion of emergency and unscheduled work requests.
4. Communicate with other Public Works Divisions, Police Department and WESCOM (dispatch), Fire/Ambulance Department, Department of Transportation, Department of Ecology personnel and the public to resolve issues, complaints, concerns or questions related to division work and fleet replacement purchases. Interact with internal and external customers as needed to resolve repair or replacement issues and concerns in an effective and timely manner.
5. Maintain a computerized preventative maintenance and fueling management program (s) for all Fleet equipment, ensuring that all maintenance and repairs are accomplished in a timely manner, inspect repair work, work orders and time schedules, parts requisitions; assure repairs are completed in compliance with manufacture specifications and standards. Provide maintenance and repair to a wide variety of equipment in work units including police, fire, parks, golf course, cemetery, refuse collection, landfill, streets, water, storm water, wastewater collection, car pool, heavy truck, construction, mechanical equipment and public works specialty vehicles and equipment.
6. Develop schedules, policies and procedures for the maintenance and operation of the Fleet Services Division. Serve as liaison between the Fleet Services and other divisions and departments.
7. Prepare the division budget; control and monitor expenditures within budget; develop goals and objectives for division needs. Oversee the equipment replacement fund and program. Prepare replacement schedules and specifications; secure and evaluate bids.
8. Prepare training programs for assigned fleet services staff including safety policies and procedures, operation and general maintenance of equipment.
9. Prepare and maintain a variety of records, such as employee work sheets, leave requests work and purchase orders, payroll and others; develop equipment specifications, recommendations for equipment replacement; submit to appropriate personnel and department as required.

10. Assure compliance with State, Federal, local and department rules, regulations and laws; enforce department and City policies related to health and safety; instruct and supervise subordinates in relevant safety practices on the job and at safety meetings; conducts accident and injury investigations to find causes; initiates corrective measures to help prevent future accidents and injuries.
11. Interact with internal and external customers as needed to resolve issues and concerns in an effective and timely manner.
12. Investigate and report on equipment accidents; obtain facts, analyze evidence, and make decisions or take actions to correct problems.
13. Represent department/functional area on a variety of issues with external constituencies; defuses potentially troublesome issues related to department policies and procedures; manages relationships with significant external constituencies; resolves significant problems and gathers external feedback through facilitating group processes.
14. Coordinate, integrates, and provides leadership for both standing and ad hoc teams engaged in organizational problem solving, policy development or service delivery across functional, departmental and/or jurisdictional lines.
15. Develop, implement and monitor Division goals and objectives.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Principals, methods and practices associated with the acquisition and management of a large, diverse vehicle and equipment fleet.
- Fuel management systems
- Current trends and developments in the area of vehicle systems.
- Development of specifications for the acquisition of vehicles.
- Computer applications; of codes, regulations and guidelines; and of research methods and techniques, as they are related to the work of the Fleet Services Division.
- Computer based word processing and spreadsheet software/programs.
- Knowledge of methods techniques and practices of maintenance and repair of heavy and light automotive vehicles and equipment, including maintenance services.
- Operational theory and principles of gasoline, diesel, propane, and electrical engines, welding, fabrication and related apparatus.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Principles of supervision, training, and providing work direction and work scheduling for subordinate staff and volunteers.

- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Scheduling principles and practices.
- Shop math applicable to vehicle maintenance.
- Basic record-keeping techniques.
- Health and safety regulations.
- Plan, assign, supervise and coordinate multiple functional specialties with overlapping work areas; administer complex contracts; prepare, monitor and administer large budgets; manage a large inventory of automotive parts; plan, oversee and implement enhancement and maintenance of division information systems and administer a large multi-location refueling system.
- Select, motivate and evaluate staff and provide for their training and development.
- Analyze complex administrative problems, evaluate alternatives and recommend effective courses of action.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Exercise independent judgment and initiate action within general policy guidelines and establish and maintain effective working relationships with those encountered in the course of work.
- Process disciplinary actions.
- Communicate effectively both orally and in writing.
- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Utilize research methods and techniques
- Operate and train personnel in the use and care of specialized tools and equipment used in automotive and equipment maintenance and repair work.
- Diagnose, repair and maintain a wide variety of large and small gasoline, diesel powered electrical engines and equipment.
- Assist in diagnose and repair mechanical, electrical and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Establish work priorities and develop work schedules.
- Read, understand and apply technical and mechanical diagrams, schematics and repair manuals by way of shop manuals and or CD-ROM.
- Maintain current knowledge of technological advances in the field.
- Estimate and order needed equipment, tools, materials and supplies.
- Monitor and control assigned budgets and accounts.
- Maintain records related to safety, preventive maintenance and work performed.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.

TOOLS AND EQUIPMENT USED

Computer based word processing and spreadsheet software/programs; various motorized vehicles including heavy equipment.

PHYSICAL DEMANDS

Pulling, pushing, lifting and carrying heavy objects; walking or standing for extended periods of time; bending at the waist, kneeling, reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate power tools and equipment, seeing to observe and perform repairs; operate motorized vehicles.

WORK ENVIRONMENT

Vehicle and equipment repair shop environment subject to repair shop noise and fumes and restrictive work chambers; work outside in all types of weather and climate conditions; drive a vehicle to conduct work; office environment for administrative duties.

REQUIRED MINIMUM QUALIFICATIONS

At least five (5) years' experience in the field of fleet management of a large fleet operation including a minimum of five (5) years' experience in a supervisory capacity. Possess and maintain a valid Commercial Driver's license, with a Class A endorsement; certified Forklift trainer or ability to obtain within 12 months of hire date.

DESIRED QUALIFICATIONS

Professional Certification as a Public Fleet Manager from a nationally recognized organization. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: wallawallawa.gov.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR
15 N. Third Avenue
Walla Walla, WA 99362**

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION: The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.